

## EDITED KSA LISTING

### CLASS: ACCOUNTING OFFICER (SUPERVISOR)

*NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.*

#	Knowledge, Skill, Ability
	<b>Knowledge of:</b>
<b>K1.</b>	Comprehensive knowledge of accounting principles and procedures to effectively perform complex accounting functions (e.g., reconciliation's, budgeting, preparation of financial statements, etc.).
<b>K2.</b>	General knowledge of governmental accounting and budgeting to effectively apply accounting principles and procedures to a governmental entity (e.g., encumbrances, fund accounting, treatment of fixed assets, etc.).
<b>K3.</b>	General knowledge of the uniform accounting system, financial organization, State of California related laws, rules, and regulations to conform to statewide accounting practices and procedures.
<b>K4.</b>	General knowledge of business management principles, including office methods and procedures to effectively plan, organize, and direct the workforce.
<b>K5.</b>	General knowledge of public finance principles to maintain effective on-going contacts with public entities (e.g., vendors, local/federal governmental jurisdictions, etc.).
<b>K6.</b>	Basic knowledge of business law to effectively interpret and apply contract terms and conditions (e.g., purchase orders, service contracts, etc.).
<b>K7.</b>	Basic knowledge of the principles and techniques of personnel management and supervision to effectively plan, organize, and direct the work of others.
<b>K8.</b>	Basic knowledge of the department's Equal Employment Opportunity program and the processes to ensure compliance and maintain a work environment free from harassment and discrimination.
	<b>Skill to:</b>
<b>S1.</b>	Apply accounting principles, procedures, and office methods to effectively and accurately perform accounting functions.
<b>S2.</b>	Analyze data and draw sound conclusions to accurately process, provide, and implement accounting information.
<b>S3.</b>	Analyze situations and data accurately to develop and adopt an effective course of action.
<b>S4.</b>	Prepare clear, complete, and concise reports (e.g., statistical, penalty, audit, etc.) with the use of various accounting tools (e.g. CALSTARS, software, microfiche, ten-key calculator, etc.) to provide direction and information on a wide variety of accounting functions.
<b>S5.</b>	Make sound decisions and recommendations in regard to accounting functions while maintaining control of the department's budget.

Bold text-indicates not on Classification Spec.

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S6.	Effectively apply interpersonal and communication techniques to secure and maintain the respect and cooperation of others.
S7.	Communicate effectively in order to exchange information and/or provide direction to staff and others.
S8.	Apply mathematical computations to complete accounting functions and ensure accuracy of transactions performed.
S9.	Plan, organize, and direct the work of others to ensure quality services related to accounting operations.
S10.	Effectively contribute to the department's EEO objectives to create and maintain a fair and equitable work environment.
S11.	<b>Identify, coordinate and schedule informal/formal staff training to comply with mandates or as needed.</b>
S12.	<b>Evaluate staffs' work performance to ensure quality of productivity, compliance and identify training needs.</b>

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	Ability to:
A1.	
A2.	
A3.	
A4.	
A5.	
A6.	
A7.	
A8.	
A9.	
A10.	
A11.	
A12.	

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	Special Personal Characteristics:
SPC1.	
SPC2.	
SPC3.	
SPC4.	